



# WELCOME

## ANKENY AREA CONTRACTORS

Thank you for being here today!

# PLANNING, BUILDING & DEVELOPMENT ENGINEERING PERSONNEL

- Carmen Santee, Permits Clerk
- Debbie Schaffer, Permits Clerk
- Kathy Steeples, Permits Specialist
- Michael Villamagna, Combination Inspector I
- Craig Larsen, Combination Inspector II
- Jerry Agan, Combination Inspector III
- John Cabeen, Code Enforcement Officer I
- Dennis Neff, Civil Engineering Technician
- Don Clark, Civil Engineer
- Jon Hanson, Development Engineering Administrator
- Jeff Junker, Building & Zoning Administrator
- Eric Carstens, Associate Planner
- Seana Perkins, Associate Planner
- Debra Lampe, Associate Planner
- Trish Kuhn, Administrative Assistant
- Eric Jensen, Assistant Planning and Building Director
- John Peterson, Planning and Building Director
  - Jared Bright, Storm Water Coordinator

# INFORMATION AVAILABLE

- City of Ankeny
  - Adopted codes and amendments
  - Permit application forms
  - Permit submittal requirements
  - Handout information
  - Etc. Etc.
- [www.ankenyiowa.gov](http://www.ankenyiowa.gov)

# CONSTRUCTION CODES

## Current

- 2006 International Residential Code
- 2006 International Building Code
- 2006 International Fire Code
- 2006 International Mechanical Code
- 2006 International Plumbing Code
- 2006 International Fuel Gas Code
- 2006 International Property Maintenance Code
- *2008 National Electric Code – per State of Iowa*

## Future

- 2009 International Residential Code
- 2009 International Building Code
- 2009 International Fire Code
- 2009 International Mechanical Code
- 2009 Uniform Plumbing Code
- 2009 International Energy Conservation Code
- 2009 International Property Maintenance Code
- *2008 National Electric Code – per State of Iowa*

# Construction Provisions' Reminders

- Building
  - Narrow Wall Bracing
  - Exterior Stairs – Temporary
  - Deck Ledger Fastening
  - Roof Truss Bracing
  - Engineered Products

Straps Required -OR-  
Securely Fastened 2X

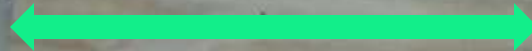


Plate  
Required

Narrow Wall Bracing

# Exterior Doors

- R311.4.3 Landings at Doors
  - There shall be a floor or landing on each side of a door not more than 1 ½ inches below the threshold.
    - Exception 1 – two or fewer risers (other than the front/required door)
    - Exception 2 – may be 7 ¾ inches lower than threshold if only screen door swings over



A photograph of a brown exterior door set into a wall of light-colored stone. A concrete landing and two steps lead up to the door. The text 'Exterior Doors' and 'Landing Required' is overlaid in yellow. The text 'Minimum 3' Least Dimension' is overlaid in yellow at the bottom. The page number '8' is in the bottom right corner.

# Exterior Doors Landing Required

Minimum 3' Least Dimension



# Exterior Doors

**Correct**



**Incorrect**



# Deck Ledger Fastening

- R502.2.2
  - Deck ledger connection to band joist requires a minimum nominal 2” dimensional band joist or minimum 1” composite band joist (SCL or LVL)
  - Connection shall be made with appropriately spaced ½” lags or ½” bolts with washers
- R502.2.2.1
  - **A flashed deck ledger is required.**
  - **Ledger shall not be installed over siding**
- R403.1
  - Footings shall bear on undisturbed soil
  - Footings within the over-dig area to be @ basement foundation elevation

# Deck Ledger Fastening

Joist Span	6' and less	6'1" to 8'	8'1" to 10'	10'1" to 12'	12'1" to 14'	14'1" to 16'	16'1" to 18'
Connection Details	On-center spacing of fasteners						
½" dia. Lags with 15/32" max sheathing	30"	23"	18"	15"	13"	11"	10"
½" dia. Bolts with 15/32" max sheathing	36"	36"	34"	29"	24"	21"	19"
½" dia. Bolts with 15/32" max sheathing and stacked washers	36"	36"	29"	24"	21"	18"	16"

Connectors shall extend through the band joist



Correct?

Ledger Attachment

Flashing?



Cantilevered “I” Joists – Not Structurally Adequate





# ROOF TRUSS BRACING

- Truss design drawings shall be engineered drawings and must be provided.
  - Provide with building plan submittal
    - -or-
  - Provide on the job site
- Bracing of engineered trusses is critical to the engineered design. Understand and apply the required bracing

# ENGINEERED PRODUCTS

- Roof Trusses
  - Cutting, notching & boring are prohibited except where permitted by the manufacturer's recommendations.
- Floor Trusses
  - Cutting, notching & boring are prohibited except where permitted by the manufacturer's recommendations.
- Engineered Lumber & Laminated Beams
  - Cutting, notching & boring are prohibited except where permitted by the manufacturer's recommendations.
- A stamped structurally engineered “FIX” is required if the above is violated.



# STATE MANDATES - IMPLEMENTED CHANGES SINCE LAST YEAR

- 2008 National Electric Code
- 2009 International Energy Conservation Code
- Dual Sensor Smoke Detectors

# 2008 NATIONAL ELECTRIC CODE

This requirement is mandated by the State of Iowa

- Electrical
  - Concrete-Encased Electrode (footing ground)
  - Tamper Resistant Receptacles
  - Arc-Faults & Ground Faults
  - Protection of Wiring

# Energy Compliance

- This requirement is mandated by the State of Iowa and is currently based on the 2009 International Energy Code.
- Please use the following reporting form:
- Residential Energy Code (RES Check)
- REM/Rate
- Other as provided by certified raters?

Performance or prescriptive designs are recognized, please provide documentation with permit application. If using the performance path please provide documentation with initial permit application submittal and thereafter 'testing' documentation proving compliance. This is needed before a Certificate of Occupancy may be issued.

# Dual Sensor Smoke Detectors

- The State Fire Marshal filed administrative rules requiring all new residential construction to be equipped with dual sensor smoke detectors with the effective start date of April 1, 2010.
- A dual sensor detector is a detector that has both a photoelectric sensor that protects best against slow, smoldering fires and an ionization sensor that protects best against fast, flaming fires.
- The new administrative rules regarding dual sensor detectors are found in 661 Iowa Administrative Code Chapter 210.
- This requirement includes replacement of existing smoke detectors as well.

# PERMIT FEE SCHEDULE

- Building and trades' permit fees are anticipated to stay the same

# RESIDENTIAL SPRINKLERING – IRC Buildings Only

- No change anticipated
- SFD threshold – 8,000 square feet including basement and all floors – does not include garage square footage
- T'homes – back-to-back up to 12 units allowed with two-hour separations in lieu of sprinklering

# CODE UPDATES – CHANGES AS DESCRIBED IN PREVIOUS UPDATE MEETINGS

- Window Sills – Heights & Openings
- Eave Edge Protection – all roofs
- CO<sup>2</sup> detector required in each dwelling unit



More Than 6' Above Grade & Less Than 2' AFF  
Window May Not Open More Than 4" - - maintain  
egress windows at least 24" AFF



# Eave Edge Protection

## Ice barrier.

In areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2(1), an ice barrier that consists of at least two layers of underlayment cemented together or a self-adhering polymer modified bitumen sheet shall be used in place of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

- Ice barrier underlayment required

# Carbon Monoxide Alarms

- R315.1
  - Shall be installed outside each separate sleeping area in the immediate vicinity of the bedrooms
  - Shall be installed in existing dwellings where work requiring a permit occurs
  - Shall be listed as complying with UL 2034 and be installed per manufacturer

# COSESCO – Erosion Control Plan

- Jared Bright
- Storm Water Coordinator
- 963-3534
- [www.ankenyiowa.gov](http://www.ankenyiowa.gov)
  - Municipal Utilities
  - Stormwater Utility

For City Use:  
Permit No. Issued \_\_\_\_\_  
Date Issued \_\_\_\_\_

Construction Site Erosion and Sediment Control (COSESCO)  
Information to be Submitted with Building Permit Application

Site Street Address: \_\_\_\_\_

Part A. Choose one:

☐ the above address is covered under the State General Permit #2 as a part of the larger development of \_\_\_\_\_ (plat)

☐ I have obtained State General Permit #2 coverage for this address as required by the developer.

Part B. Choose one:

☐ I am the permittee of the development/plat referenced above.

☐ I have accepted a transfer of liability and am solely responsible for General Permit #2 compliance on my site.

☐ I have not accepted a transfer of liability. The responsible party is \_\_\_\_\_

Part C. Choose one:

☐ I am submitting a Stormwater Pollution Prevention Plan (SWPPP) for this site (if developer requires that the builder obtain their own State General Permit #2).

☐ I am submitting a site plan with erosion controls shown and this form.

Part D. COSESCO Contact Information:

Applicant name \_\_\_\_\_

Applicant e-mail \_\_\_\_\_

Applicant address \_\_\_\_\_

Applicant phone \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

STORMWATER –  
EROSION  
CONTROL  
PRACTICES –  
ANTICIPATE  
CHANGES

# STORMWATER STAKEHOLDERS

- EPA
- IDNR
- CITY OF ANKENY
- DEVELOPERS
- BUILDERS
- CITIZENS OF ANKENY

# STORMWATER REGULATORS

- EPA
- IDNR
- CITY OF ANKENY



# Anticipate Changes

04.06.2010 14:51





Anticipate Changes

03.24.2010 15:28



# Anticipate Changes



03.19.2010 10:16





Anticipate Changes

03.19.2010 10:44



# Anticipate Changes

03.19.2010 11:07





Anticipate Changes

08.22.2010 11:50





# Anticipate Changes

03.22.2010 11:53



# STORMWATER – EROSION CONTROL PRACTICES – ANTICIPATE CHANGES

- Perimeter control per lot required prior to permit issuance
- Concrete washout containment structure/area required on each lot prior to permit issuance -or- provide copy of written agreement to use Developer's common washout area.
- Temporary site access - rock drive required within 7 days of foundation installation or 3 days of Sewer/Water/Storm Installation whichever occurs first.
- Interim inspections to confirm compliance \* if non-compliant a Pre-Citation will be issued immediately and followed up with a Citation if non-compliant 24 hours later. (weather related constraints will be considered)

# STORMWATER – EROSION CONTROL PRACTICES – ANTICIPATE CHANGES

- Final Inspection
- Final Certificate of Occupancy may be issued upon confirmation that all construction and zoning codes are compliant, lot is fully stabilized and erosion control features are removed.

-or-

- Final Certificate of Occupancy may be issued when all construction and zoning codes are compliant and a copy of an ESCROW agreement including the City of Ankeny as a party to the agreement for those site related items not completed is provided. The ESCROW agreement must state that the C of O has been issued in reliance on funds being escrowed in an amount necessary to complete all outstanding work.
- Temporary Certificate of Occupancy
- A temporary Certificate of Occupancy may be offered provided all construction and zoning codes are compliant and all erosion control measures are compliant and maintained in-place. A temporary Certificate of Occupancy is valid for no more than twenty one days except during winter months.

# STORMWATER – EROSION CONTROL PRACTICES – ANTICIPATE CHANGES

## STORMWATER EROSION CONTROL PRACTICES – PERMITTING and INSPECTIONS

Prior To Permit – no work other than erosion control measures\* installations is allowed prior to permit issuance.

1. Perimeter control per lot required prior to permit issuance
2. Concrete washout containment structure/area required on each lot prior to permit issuance -or- provide copy of written agreement to use Developer's common washout area.

Inspections will be scheduled upon receipt of permit applications. A permit may not be issued unless and until compliant erosion control measures listed above are in place and the plans are approved and the permit fee received. For any work other than erosion control measures installation a Stop Work order will be posted and a pre-citation issued affording 24 hours to correct the deficiency. (weather related constraints will be considered) Upon follow up inspection if erosion control measures are not compliant a citation will be issued.

After foundation and/or sewer-water-storm installation

3. Temporary site access - rock drive required within 7 days of foundation installation or 3 days of Sewer/Water/Storm Installation whichever occurs first.

An inspection will be scheduled in accordance with the above timeframe(s). If the temporary site access is not compliant and/or if any erosion control measures are not compliant, a Stop Work order will be posted and a pre-citation issued affording 24 hours to correct the deficiency. (weather related constraints will be considered) Upon follow up inspection if erosion control measures and temporary site access – rock drive are not compliant a citation will be issued.

Interim Construction Period

4. Inspections may and will occur at any time during the course of a project's construction.

If any erosion control measure or feature is found to be non-compliant, a Stop Work order will be posted and a pre-citation issued affording 24 hours to correct the deficiency. (weather related constraints will be considered) Upon follow up inspection if erosion control measures or features are not compliant a citation will be issued.

Final Inspection – Certificate of Occupancy

5. Final Certificate of Occupancy

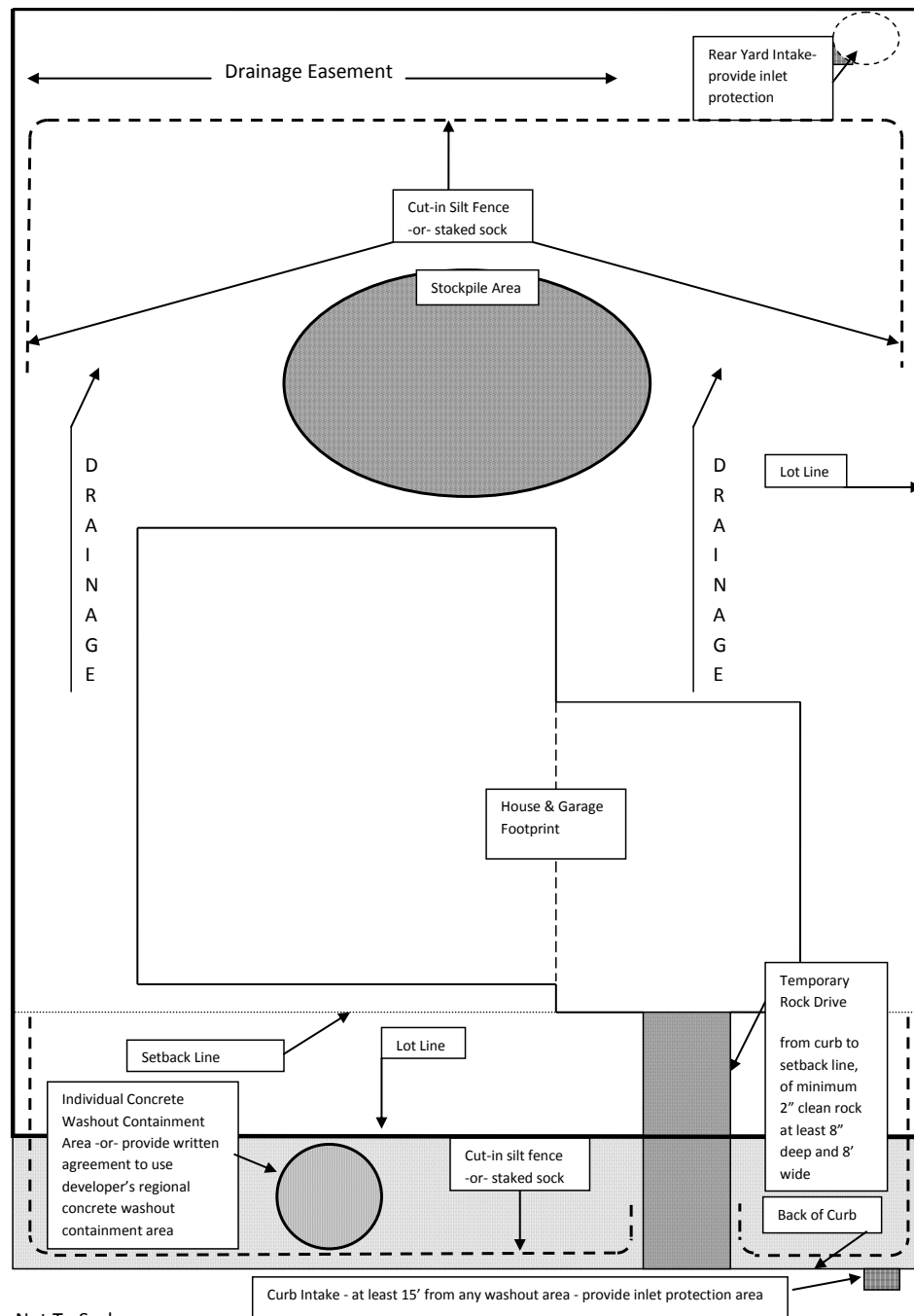
Final Certificate of Occupancy may be issued upon confirmation that all construction and zoning codes are compliant, lot is fully stabilized and erosion control features are removed.

-or-

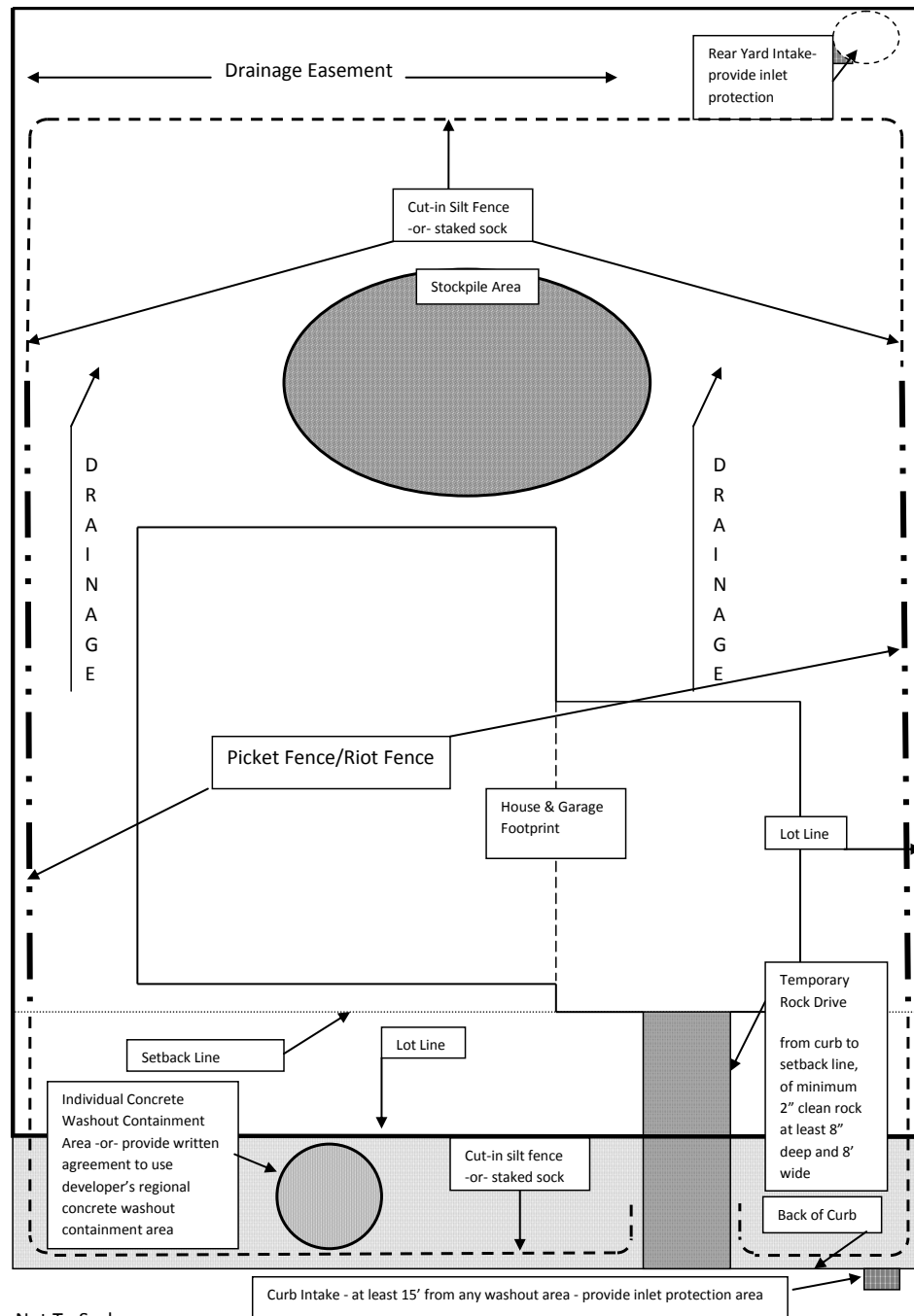
Final Certificate of Occupancy may be issued when all construction and zoning codes are compliant and a copy of an ESCROW agreement including the City of Ankeny as a party to the agreement for these site related items not completed is provided. The ESCROW agreement must state that the C of O has been issued in reliance on funds being escrowed in an amount necessary to complete all outstanding work.

6. Temporary Certificate of Occupancy

A temporary Certificate of Occupancy may be offered provided that all construction and zoning codes are compliant and all erosion control measures are compliant and maintained in place. A temporary Certificate of Occupancy is valid for no more than twenty one days except during winter months.



Not To Scale



Not To Scale

# PERIMETER CONTROL

Prior to permit issuance perimeter erosion control measures shall be installed.

Additionally, if a developed lot is adjacent then picket fence/riot fence shall be installed along the common lot line(s). An inspection will be scheduled to confirm installation when the permit application is submitted. A permit will not be issued unless compliant perimeter control measures are installed.

# PERIMETER CONTROL



# CONCRETE WASHOUT CONTAINMENT

Prior to permit issuance a concrete washout containment structure/area be installed -or- provide copy of written agreement to use Developer's common washout area with permit application submittal. An inspection will be scheduled to confirm installation -or- receipt of agreement to use developer's common washout area when the permit application is submitted. A permit will not be issued unless a compliant concrete washout containment area is installed -or- agreement is provided.



# CONCRETE WASHOUT CONTAINMENT AREA

- Concrete washout containment area required on each lot and may be an excavation or an above ground containment area of adequate size and strength to contain the project's washout



# PRE PERMIT ISSUANCE PERIMETER CONTROL

If erosion control measures and adjacent lot protection fencing as applicable are not appropriately installed a permit will not be issued .

No work other than erosion control measures may be done until a permit has been issued.

# EROSION CONTROL MEASURES' INSTALLATION

## STOP WORK

City of Ankeny  
Office of Building Official

### NOTICE

**Address:** \_\_\_\_\_

This property has been inspected and Construction Site Erosion and Sediment Control features are found to be non-compliant. Corrective action shall be taken immediately to remedy this state of non-compliance. No other work shall be allowed on this site until approval of corrective action is granted. **Ankeny Municipal Code Chapter 169**

*[Signature]*

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

When corrections are complete call Jared Bright,  
Storm Water Coordinator for re-inspection @  
515-963-3534.

**Do not remove this notice under penalty of law.**

If erosion control measures are not appropriately installed a permit will not be issued and a Stop Work order will be posted . If any work occurs other than erosion control measures' installation a pre-citation will be issued.

Stop Work Orders shall not be removed or defaced and no work shall continue or commence thereafter until approval by City personnel.

No work other than erosion control measures' installation may be done until a permit has been issued.

# EROSION CONTROL MEASURES' INSTALLATION

## CITY OF ANKENY PLANNING and BUILDING DEPARTMENT PRE-CITATION AND COMPLAINT NOTICE

The City of Ankeny Planning and Building Department conducted a regular, recheck, or complaint inspection at the following:

Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Address: \_\_\_\_\_

City: Ankeny State: Iowa Zip: \_\_\_\_\_

The Code Enforcement Officer (or agent) states that on, or about, \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ AM/PM, a violation of the provisions of Section \_\_\_\_ of the Ankeny Municipal Code,

existed in the following form:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ You are to immediately cease all activity listed on this notice.

☐ You are to comply with the Ankeny Municipal Code Section cited above immediately.

☒ (X the appropriate blank)

You are hereby notified that a re-inspection will be conducted on or about

\_\_\_\_\_, 20\_\_\_\_.

This Notice is written as a courtesy to you in order to avoid a Civil Citation. If a Civil Citation becomes necessary, it is typically the result of a municipal infraction punishable by a financial fine not to exceed **\$750.00 for the first offense** or \$1,000.00 for subsequent offenses.

Code Enforcement Officer or Agent

Occupant Signature

\_\_\_\_\_. Initial here and add date if this is corrected upon recheck. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If erosion control measures are not appropriately installed a permit will not be issued and in addition to a Stop Work order a pre-citation will be issued for any work other than erosion control measures' installation.

No work other than erosion control measures' installation may be done until a permit has been issued.

Within 24 hours from pre-citation issuance compliant erosion control measures shall be installed or a citation will be issued (weather related constraints will be considered).

# EROSION CONTROL MEASURES' INSTALLATION

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Code Enforcement Officer or Agent

Occupant Signature

\_\_\_\_ Initial here and add date if this is corrected upon recheck. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If erosion control measures are not appropriately installed a permit will not be issued and in addition to a Stop Work order a citation will be issued for any work other than erosion control measures' installation.

No work other than erosion control measures' installation may be done until approval by City personnel and a permit has been issued and the Stop Work order lifted (weather related constraints will be considered) .

# TEMPORARY SITE ACCESS - ROCK DRIVE

A temporary site access - rock drive shall be installed within 7 days of foundation installation or within 3 days of sewer/water/storm installation whichever occurs first. The driveway shall be constructed to a minimum width of 8 feet and shall extend from the back of curb to the front setback line. Aggregate shall be a minimum 2 inch clean size and shall be a minimum of 8 inches deep.





# TEMPORARY SITE ACCESS - ROCK DRIVE



- It is suggested that the temporary site access – rock drive area be located where the permanent drive is to be installed and that it be cored-out to accommodate the depth of granular material.
- Use of the temporary site access – rock drive aggregate as a subgrade for the permanent driveway makes good sense.

# 7 DAYS AFTER FOUNDATION OR 3 DAYS AFTER SEWER, WATER, STORM

## STOP WORK

City of Ankeny  
Office of Building Official

### NOTICE

**Address:** \_\_\_\_\_

This property has been inspected and Construction Site Erosion and Sediment Control features are found to be non-compliant. Corrective action shall be taken immediately to remedy this state of non-compliance. No other work shall be allowed on this site until approval of corrective action is granted. **Ankeny Municipal Code Chapter 169**

*[Signature]*

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

When corrections are complete call Jared Bright,  
Storm Water Coordinator for re-inspection @  
515-963-3534.

**Do not remove this notice under penalty of law.**

A compliant temporary site access - rock drive shall be installed within the prescribed timeframe. A finding of non-compliance will be cause for immediate posting of a Stop Work order and issuance of a pre-citation by City personnel.

Within 24 hours from pre-citation issuance a compliant temporary site access - rock drive shall be installed.



# 7 DAYS AFTER FOUNDATION OR 3 DAYS AFTER SEWER, WATER, STORM

## CITY OF ANKENY PLANNING and BUILDING DEPARTMENT PRE-CITATION AND COMPLAINT NOTICE

The City of Ankeny Planning and Building Department conducted a regular, recheck, or complaint inspection at the following:

Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Address: \_\_\_\_\_

City: Ankeny State: Iowa Zip: \_\_\_\_\_

The Code Enforcement Officer (or agent) states that on, or about, \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ AM/PM, a violation of the provisions of Section \_\_\_\_ of the Ankeny Municipal Code,

existed in the following form:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ You are to immediately cease all activity listed on this notice.

☐ You are to comply with the Ankeny Municipal Code Section cited above immediately.

(X the appropriate blank)

You are hereby notified that a re-inspection will be conducted on or about

\_\_\_\_\_, 20\_\_\_\_.

This Notice is written as a courtesy to you in order to avoid a Civil Citation. If a Civil Citation becomes necessary, it is typically the result of a municipal infraction punishable by a financial fine not to exceed **\$750.00 for the first offense** or \$1,000.00 for subsequent offenses.

Code Enforcement Officer or Agent

Occupant Signature

\_\_\_\_\_. Initial here and add date if this is corrected upon recheck. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

A compliant temporary site access - rock drive shall be installed within the prescribed timeframe. A finding of non-compliance will be cause for immediate issuance of a pre-citation by City personnel.

Within 24 hours from pre-citation issuance a compliant temporary site access - rock drive shall be installed or a citation will be issued.

No work other than temporary site access – rock driveway installation may be done until thereafter until approval by City personnel and the Stop Work order lifted (weather related constraints will be considered).

# 7 DAYS AFTER FOUNDATION OR 3 DAYS AFTER SEWER, WATER, STORM

## CITY OF ANKENY PLANNING and BUILDING DEPARTMENT PRE-CITATION AND COMPLAINT NOTICE

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Code Enforcement Officer or Agent

Occupant Signature

\_\_\_\_ Initial here and add date if this is corrected upon recheck. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

A compliant temporary site access - rock drive shall be installed within the prescribed timeframe.

No work other than temporary site access – rock driveway installation may be done thereafter until approval by City personnel and the Stop Work order lifted (weather related constraints will be considered).

# INTERIM INSPECTIONS

## STOP WORK

City of Ankeny  
Office of Building Official

### NOTICE

**Address:** \_\_\_\_\_

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*[Signature]*

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

When corrections are complete call Jared Bright,  
Storm Water Coordinator for re-inspection @  
515-963-3534.

**Do not remove this notice under penalty of law.**

Interim inspections may occur at any time during construction. A finding of non-compliance will be cause for immediate posting of a Stop Work order and issuance of a pre-citation by City personnel.

Within 24 hours from pre-citation issuance a compliant installation shall be confirmed or a citation will be issued.

# INTERIM INSPECTIONS

## CITY OF ANKENY PLANNING and BUILDING DEPARTMENT PRE-CITATION AND COMPLAINT NOTICE

The City of Ankeny Planning and Building Department conducted a regular, recheck, or complaint inspection at the following:

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Address: \_\_\_\_\_

City: Ankeny State: Iowa Zip: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ You are to immediately cease all activity listed on this notice.

\_\_\_\_ You are to comply with the Ankeny Municipal Code Section cited above immediately.

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You are hereby notified that a re-inspection will be conducted on or about

\_\_\_\_\_, 20\_\_\_\_\_.

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\_\_\_\_\_  
Code Enforcement Officer or Agent

\_\_\_\_\_  
Occupant Signature

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Interim inspections may occur at any time during construction. A finding of non-compliance will be cause for immediate issuance of a pre-citation by City personnel.

Within 24 hours from pre-citation issuance a compliant installation shall be confirmed or a citation will be issued (weather related constraints will be considered) .

No work other than repair of non-compliant erosion control measures and features may be done thereafter until approval by City personnel and the Stop Work order lifted (weather related constraints will be considered).

# INTERIM INSPECTIONS

## CITY OF ANKENY PLANNING and BUILDING DEPARTMENT PRE-CITATION AND COMPLAINT NOTICE

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\_\_\_\_\_  
\_\_\_\_\_

☐ You are to immediately cease all activity listed on this notice.

☐ You are to comply with the Ankeny Municipal Code Section cited above immediately.

(X the appropriate blank)

You are hereby notified that a re-inspection will be conducted on or about

\_\_\_\_\_, 20\_\_\_\_.

This Notice is written as a courtesy to you in order to avoid a Civil Citation. If a Civil Citation becomes necessary, it is typically the result of a municipal infraction punishable by a financial fine not to exceed \$750.00 for the first offense or **\$1,000.00 for subsequent offenses.**

Code Enforcement Officer or Agent

Occupant Signature

\_\_\_\_ Initial here and add date if this is corrected upon recheck. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Interim inspections may occur at any time during construction. A finding of non-compliance will be cause for immediate issuance of a pre-citation by City personnel.

Within 24 hours from pre-citation issuance a compliant installation shall be confirmed or a citation will be issued (weather related constraints will be considered).

No work other than repair of non-compliant erosion control measures and features may be done thereafter until approval by City personnel and the Stop Work order lifted (weather related constraints will be considered).


# Field Activities

- Without a 24 hour inspection request notice we cannot guarantee inspections at your convenience! **A minimum 24 hour notice is strongly recommended!**
- **City staff will coordinate inspection timing!**
- **All inspection requests must be made through the inspection request desk @ 963-3533!**

# Field Inspection Checklist

////////////////////

## Your Help Is Needed


**RESIDENTIAL  
INSPECTION  
RECORD**

**POST THIS CARD IN A CONSPICUOUS LOCATION READILY  
ACCESSIBLE TO THE BUILDING INSPECTOR**

**JOB ADDRESS:** \_\_\_\_\_

**FOR INSPECTIONS CALL (515) 963-3533  
(24 Hour Notice Required)**

**COVER NO WORK BEFORE INSPECTION & APPROVAL**

Contractor Initials	Completed Date	Required Inspection	Approval Date	Inspector Initials
		Plumbing Rough-In		
		Electrical Rough-In		
		Mechanical Rough-In & Gas		
<b>ABOVE MUST BE APPROVED PRIOR TO FRAMING INSPECTION</b>				
		Framing		
<b>NO INSULATION OR DRYWALL UNTIL THE ABOVE HAS BEEN APPROVED</b>				
		Sidewalk/Approach		
<b>POUR NO CONCRETE UNTIL THE ABOVE HAS BEEN APPROVED</b>				
		Plumbing Final		
		Electrical Final		
		Mechanical & Gas Final		
		Building & Site Final		

Date	Correction Required	Approval Date	Inspector Initials

City of Ankeny Community Development Department    (515) 963-3560

# Field Inspection Checklist

- Rough-in Inspections
  - Sub-contractors sign off and date when rough-ins are complete
  - General contractor – confirm sub's rough-ins are complete then call for ALL rough-in inspections as well as framing inspection –BEFORE- insulation or rock
    - **ONE STOP FOR ROUGH-INS & FRAMING INSPECTIONS**
- Final Inspections
  - Sub-contractors sign off and date when final installation is complete
  - General Contractor – call for final after confirming ALL work is complete
    - COMMUNICATE, COMMUNICATE, COMMUNICATE



# Final Inspections – Building Division Related

- Prior to calling for final inspection
- Confirm Field Inspection Checklist is Completed
  - Confirm all work is complete
    - Building
    - Plumbing
    - Electrical
    - Mechanical
    - MPE #2 Documentation as applicable
    - FEMA As-Built Documentation as applicable
    - Water meter set

# Final Inspections – Development Engineering Division Related

- Prior to calling for final inspection
  - Confirm all work is complete
    - Site grading, sod and landscaping
      - Established vegetation
      - Drainage Swales
    - Sidewalks and driveways
  - Confirm infrastructure is intact and working
    - Curb boxes, cleanouts, manholes etc
      - Infrastructure needing repair will hold up your C.O.

# Final Inspections – Planning Division Related

- Prior to calling for final inspection
  - Confirm all work is complete
    - Berms
    - Landscaping
    - Trees
    - Shrubs
  - Typically these requirements exist in PUD's and/or along major streets

# Final Inspection Requests

- Minimum 24 hour inspection notice
- Please allow us time for C.O. issuance
- Final inspection and closing on the same day may create difficulties.
- Please plan ahead!



## CERTIFICATE OF OCCUPANCY & USE

PURSUANT TO REQUIREMENTS OF THE MUNICIPAL CODE OF THE CITY OF ANKENY, THE PROPERTY IDENTIFIED BELOW MAY BE LEGALLY USED IN THE MANNER DESCRIBED.

BUILDING ADDRESS: 1313 MAIN

LEGAL DESCRIPTION:

This certificate is issued pursuant to the requirements of the Municipal Code of the City of Ankeny and other applicable ordinances certifying that, at the time of issuance this structure is in compliance with the adopted construction codes and zoning ordinance for the use and work specified in the following permit.

Building Permit Number: RI 02006-00898

Type of Work: NEW CONSTRUCTION

Permit Applicant: BUILDERS

Use Classification: Single Family Residential

Zoning:

Ames

Type of Construction:

Exterior Occupant Load

Smoke Detector Provided

Sprinkler System Required

Project Owner:

No change of use may be made at this location unless a new Certificate of Occupancy & Use is granted for such use and no change in this building may be made without first consulting the Community Development Department.

### SPECIAL STIPULATIONS AND CONDITIONS

Jeff Jucker, Building & Zoning Administrator

Date:

City of Ankeny Community Development Department - 220 West First Street - Ankeny, IA 50021-1751

# Certificate of Occupancy

- Required prior to occupancy
  - Please allow time for the final inspection and any corrections to be made and re-inspected and confirmed and the C.O. to be processed.

Cooperation, organization and  
communication!



General contractors are  
responsible for their projects and  
must coordinate site and  
inspection activities of all trades!

# YOUR HELP IS NEEDED

## Drainage

- Site Grading
  - Know the plan
  - Avoid blockage of drainage ways
  - Understand where the run-off water or sump water is supposed to go



# YOUR HELP IS NEEDED

## Overland Drainage Swales

- Swales that carry water between houses
- Defined spot elevations that an MPE is based upon
- **Do not 'lose' the basement dirt in these areas!**
- **Do not impede with landscape grading!**





# YOUR HELP IS NEEDED

## Working Hours

- Ankeny Municipal Code  
Chapter 44
- Construction Noise  
Prohibited
  - Weekdays
    - 9:00 p.m. until 7:00 a.m.
  - Weekends
    - 6:00 pm. until 9:00 a.m.

# YOUR HELP IS NEEDED

## Protect Infrastructure



- Manholes incorporated into sidewalks and driveways must be appropriately grouted or “risers” installed to elevate as needed.
- Don’t bury or damage manholes located elsewhere on the property.

# YOUR HELP IS NEEDED

## Protect Infrastructure

- Extension rings/risers including beveled rings may be obtained from pipe suppliers
- Municipal Supply
- HD Waterworks
- Etc.





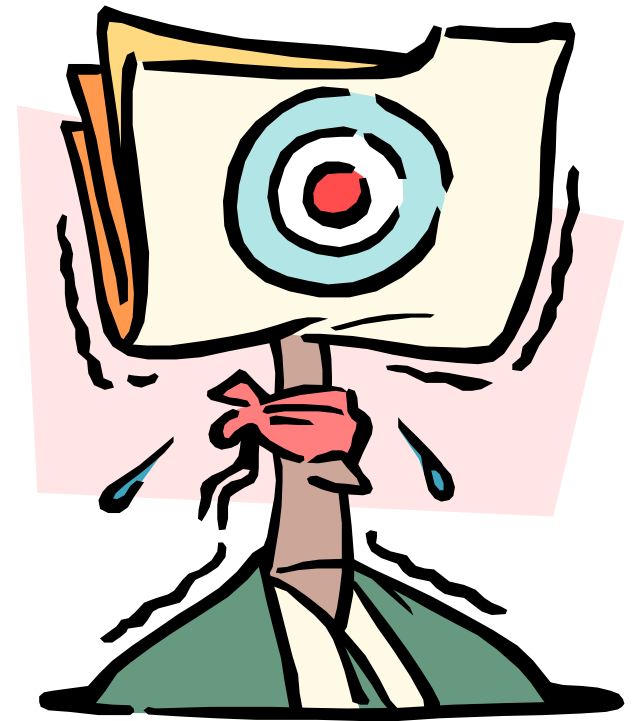
# YOUR HELP IS NEEDED

- **Site Activity**
  - *Sod watering*
  - *Water meter must be installed prior to sod watering*



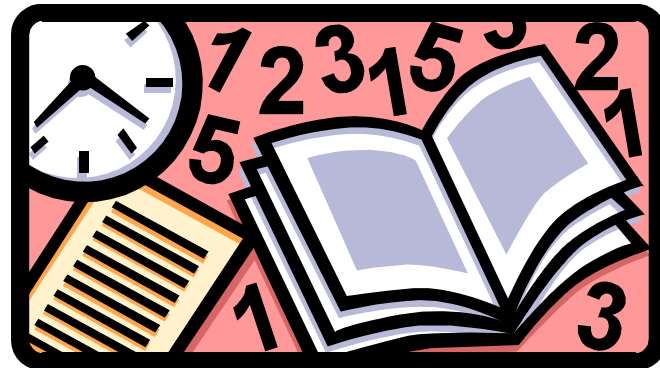
# HELP US TO HELP YOU!

- Permit application submittals must be complete and accurate!



# HELP US TO HELP YOU!

- Allow time for permit review, inspection scheduling, final inspections and C.O. Issuance!



# HELP US TO HELP YOU!

- General contractors you are responsible for your projects – including site conditions and issues and coordinating inspections.

# HELP US TO HELP YOU!

- Be a good neighbor!

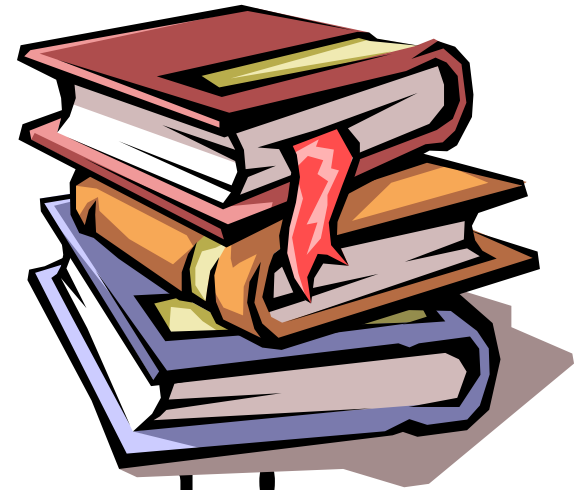
- Cooperation and organization are key elements!





# HELP US TO HELP YOU!

- New code provisions will be applied soon!



- Purchase a code book!

# In Closing

- The construction season is off to a good start.
- We hope this information, and in some cases gentle reminders, will help us keep things running smoothly.
- Please never hesitate to call - we are always more than happy to make ourselves available for discussion.

**. . . and**

*Thank you  
for  
building  
the  
City of Ankeny*